

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 9 September 1957

FROM : Chief, Business Machines Service

SUBJECT: Problems for Submission to Killian Committee

STATINTL REF : Memo from [] dated September 6, 1957

1. The Business Machines Service, has no problem areas which would require the assistance of the Killian Committee.

2. During the next twelve months this Staff will:

a. Continue its feasibility studies of the accounting and record keeping problems in Office of the Comptroller and Office of Personnel and other DD/S Areas.

b. Upon approval by the DD/S of the recommendations resulting from its feasibility study of the Supply Division, Logistics Office, direct and assist the Logistics Office in implementing those recommendations.

c. Continue its investigation of the Agency's paper handling problems with the view to applying perforated paper tape operated machines for automatically preparing documents and records (this concept has been applied to the preparation of Personnel Forms 50 and 52 and approved by the Director of Logistics, for application to the preparation of stock replenishment requisitions, invitations to bid, purchase orders and receiving reports).

d. In cooperation with the Records Management Staff, determine those active and semi-active files which can be reduced to a microfilm record through the use of new and recently developed microfilm techniques.

e. Monitor and evaluated the results for the DD/S of a systems study and research contract with the [] tion to develop a means of mechanizing the Clandestine Services record problem.

f. Continue the investigation of new business machine techniques for possible application to the Agency's accounting and records requirements.

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